

NIBRS | National Incident-Based Reporting System



Officer's Manual Long Form

*Criminal Statistical Analysis Center
Division of Criminal Investigation
3444 East Highway 34
% 500 East Capitol Avenue
Pierre, SD 57501
(605) 773-6310*

July 2002

This project was supported by a subgrant award from the Justice Research and Statistics Association under Cooperative Agreement No. 98-BJ-CX-K019 from the Bureau of Justice Statistics, U.S. Department of Justice. Approximate production costs of this project were \$834.00 funded 100% through federal monies. Six hundred (600) copies of this document were printed at a cost of \$1.39 per copy.

Points of view or opinions stated in this publication are those of the authors and do not necessarily represent the official position of the United States Department of Justice or the Justice Research and Statistics Association.

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Table of Contents

DATA ELEMENTS AND DATA VALUES	1
A. DATA ELEMENTS.....	1
B. DATA VALUES	1
C. DESCRIPTIONS OF THE DATA ELEMENTS AND DATA VALUES.....	1
ADMINISTRATIVE SEGMENT	2
1. INCIDENT NUMBER.....	2
2. TYPE OF INCIDENT	2
3. DATE INCIDENT REPORTED	2
4. TIME INCIDENT REPORTED.....	2
5. OCCURRENCE DATE/HOUR	2
6. OCCURRED ON OR BETWEEN.....	2
7. GEOCODE.....	2
8. ADDRESS OF INCIDENT	3
9. DEPARTMENT CODE	3
10. STATE CASE NUMBER	3
11. NCIC NUMBER.....	3
12. OFFICER NAME	3
13. OFFICER ID NUMBER	3
14. DATE OF LAST ACTIVITY/UPDATE.....	3
15. NAME OF INDIVIDUAL REPORTING INCIDENT	3
15a. ADDRESS.....	3
15b. PHONE NUMBER.....	4
15c. SOCIAL SECURITY NUMBER	4
15d. DATE OF BIRTH.....	4
15e. PLACE OF EMPLOYMENT	4
15f. EMPLOYER PHONE NUMBER.....	4
OFFENSE SEGMENT	5
16. UCR OFFENSE CODES.....	5
17. OFFENSE STATUS	7
18. OFFENDER SUSPECTED OF USING	7
19. SUSPECTED BIAS MOTIVATION.....	8
20. HATE/BIAS INDICATORS	8
21. LOCATION TYPE	9
22. NUMBER OF PREMISES ENTERED	10
23. METHOD OF ENTRY	10
24. SPECIFIC METHOD OF ENTRY	10
25. POINT OF ENTRY/EXIT	10
26. TYPE OF CRIMINAL ACTIVITY	11

27. TYPE OF WEAPON/FORCE INVOLVED	12
28. GAMBLING	13
29. EVIDENCE COLLECTED	13

PROPERTY SEGMENT 14

30. TYPE OF PROPERTY LOSS	14
31. PROPERTY DESCRIPTION.....	15
32. VALUE OF PROPERTY	17
33. DATE RECOVERED.....	18
34. PROPERTY ENTERED INTO NCIC.....	18
35. MAKE/BRAND/BREED/COLOR.....	18
36. MODEL	18
37. CALIBER.....	18
38. TOTAL NUMBER OF STOLEN MOTOR VEHICLES	19
39. TOTAL NUMBER OF VEHICLES RECOVERED	19
40. VEHICLE LICENSE NUMBER.....	19
41. VEHICLE LICENSE STATE.....	19
42. VEHICLE LICENSE YEAR	19
43. VEHICLE ID NUMBER/ARTICLE SERIAL NUMBER.....	19
44. SUSPECTED DRUG TYPE.....	19
45. ESTIMATED DRUG QUANTITY.....	20
46. TYPE OF DRUG MEASUREMENT	21

WITNESS SEGMENT..... 21

47. WITNESS NAME	21
48. ADDRESS.....	22
49. PHONE NUMBER.....	22
50. SOCIAL SECURITY NUMBER.....	22
51. DATE OF BIRTH.....	22
52. AGE	22
53. SEX.....	22
54. RACE	23
55. ETHNICITY	23
56. RESIDENT STATUS.....	23
57. EMPLOYER.....	23
58. EMPLOYER ADDRESS.....	23
59. EMPLOYER PHONE NUMBER.....	24

OFFENDER/ARRESTEE SEGMENT 25

60. OFFENDER/ARRESTEE SEQUENCE NUMBER	25
61. TOTAL NUMBER OF OFFENDERS.....	25
62. ARREST NUMBER	25
63. ARREST DATE	25
64. TYPE OF ARREST	25
65. NAME.....	25
66. ALIAS NAME(S).....	25
67. ADDRESS	26
68. PHONE NUMBER.....	26
69. EMPLOYER	26
70. EMPLOYER ADDRESS.....	26
71. EMPLOYER PHONE NUMBER.....	26
72. SOCIAL SECURITY NUMBER	26
73. DATE OF BIRTH.....	26
74. AGE.....	26
75. SEX	27
76. RACE	27
77. ETHNICITY	27
78. RESIDENT STATUS.....	27
79. DISPOSITION OF ARRESTEE UNDER 18.....	27
80. HEIGHT.....	28
81. WEIGHT	28
82. GANG AFFILIATION.....	28
83. HAIR COLOR.....	28
84. EYE COLOR	28
85. SCARS/TATTOOS.....	29
85a. Location.....	29
86. FELONY OR MISDEMEANOR	29
87. FEDERAL AGENCY INVOLVED	30
88. VEHICLE LICENSE NUMBER.....	30
89. VEHICLE LICENSE STATE.....	30
90. VEHICLE LICENSE YEAR.....	30
91. VEHICLE MAKE/MODEL	30
92. ARMED WITH	30
93. TYPE OF ASSETS SEIZED.....	31
94. DOLLAR AMOUNT	31
95. SID NUMBER.....	31
96. FBI NUMBER.....	31
97. PCN.....	31
98. BOOKED & WHERE	31
99. MULTIPLE ARRESTEE SEGMENTS INDICATOR	31

100. UCR ARREST OFFENSE CODE	32
------------------------------------	----

VICTIM SEGMENT 33

101. VICTIM TYPE	33
102. NAME.....	33
103. ADDRESS.....	33
104. PHONE NUMBER.....	33
105. SOCIAL SECURITY NUMBER	33
106. DATE OF BIRTH.....	33
107. AGE	34
108. SEX.....	34
109. RACE	34
110. ETHNICITY	35
111. RESIDENT STATUS.....	35
112. GANG AFFILIATION.....	35
113. TYPE OF INJURY.....	36
114. EMPLOYER.....	36
115. EMPLOYER ADDRESS.....	36
116. EMPLOYER PHONE NUMBER.....	36
117. RELATIONSHIP(S) OF VICTIM TO OFFENDER(S).....	37
118. OFFENDER NUMBER(S) TO BE RELATED	38
119. AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES	39
120. ADDITIONAL JUSTIFIABLE HOMICIDE CIRCUMSTANCES.....	39
121. TOTAL NUMBER OF VICTIMS	40
122. VICTIM SEQUENCE NUMBER	40
123. OFFENSE(S) VICTIM IS CONNECTED TO.....	40
124. DOMESTIC VIOLENCE.....	40
125. DOMESTIC VIOLENCE REFERRALS	40
126. TYPE OF ACTIVITY	41
127. TYPE OF ASSIGNMENT.....	41

RECORDS USE SEGMENT 42

128. CLEARED EXCEPTIONALLY	42
129. EXCEPTIONAL CLEARANCE DATE	42

DATA ELEMENTS AND DATA VALUES

The “data elements” and “data values” set forth in this section represent those which are required to satisfy both the State Incident Based Reporting (IBR) Program reporting requirements and the FBI’s. State and local agencies are encouraged to include additional data elements and values in their (IBR) systems to satisfy their own state and/or local needs, but to report only those set forth below to the State UCR Program.

A. DATA ELEMENTS

“Data Elements” are the data fields used in NIBRS to describe the victims, offenders, arrestees, and circumstances of criminal incidents and arrests. Examples are: “Incident Number,” “UCR Offense Code,” “Type of Victim,” and “Age of Offender.”

There are 129 data elements. Some are required to be reported, i.e., they are “Mandatory.” Others may be reported at the option of the agency submitting the report to the State, i.e., they are “Optional.” A description of each data element appears below under the caption, “C. Descriptions of the Data Elements and Data Values.”

B. DATA VALUES

“Data Values” are the specific codes, which are to be entered into the data elements. Each code appears in bold print, followed by its underlined translation. Examples are: “M”=**Male**, “F”=**Female**, and “U”=**Unknown**, which are the data values allowed in the “Sex” data elements; and “W”=**White**, “B”=**Black**, “I”=**American Indian/Alaskan Native**, “A”=**Asian/Pacific Islander**, and “U”=**Unknown** allowed in the “Race” data elements. The data values for each data element appear below under the caption, “C. Descriptions of the Data Elements and Data Values.”

There are many more data values than there are data elements. If more than one of the data values associated with a data element would apply to the situation, use the most specific one. For example, a 7-Eleven store could be described in Data Element “21” (Location Type) as a “05”=**Commercial/Office Building**, “07”=**Convenience Store**, or “12”=**Grocery/Supermarket**. However, since “07”=**Convenience Store** is the most specific description, it should be used.

Furthermore, some data elements allow for the entry of more than one data value. For example, Data Element “26” (Type of Criminal Activity) allows up to three types of activity to be entered for each offense. If in a drug case, the offenders had grown marijuana and distributed it by having children sell it at school, the data values of “C”=**Cultivating/Manufacturing/Publishing**, “D”=**Distributing/Selling**, and “E”=**Exploiting Children** should be entered.

C. DESCRIPTIONS OF THE DATA ELEMENTS AND DATA VALUES

The following data elements and data values are used for reporting incidents and arrests involving Group “A” Offenses, and for reporting arrests involving Group “B” Offenses.

ADMINISTRATIVE SEGMENT

1. INCIDENT NUMBER

This is the number assigned by your agency to each Group "A" Incident Report to identify it uniquely, i.e., the Originating Agency Case (OAC) Number. The number can be up to 12 characters in length. The Incident Number must be included in each "segment" of the Group "A" Incident Report. [NOTE: Data Element "62" (Arrest Number) is the number which uniquely identifies each Group "B" Arrest Report.]

2. TYPE OF INCIDENT

This is the actual offense for which you are writing up the incident report. There is a reference section to be used for coding the offenses. See Data Element "16" (UCR Offense Codes).

3. DATE INCIDENT REPORTED

The date the incident was actually reported to your agency in MMDDYYYY format.

4. TIME INCIDENT REPORTED

Using military time format, enter the time the incident was actually reported to your agency.

5. OCCURRENCE DATE/HOUR

This data element must be included in each Group "A" Incident Report. It is to be used to enter the Month, Day, Year, and Hour (MMDDYYYYHH) in military time format. Use the space bar to jump past the two slashes when the incident occurred or started, or the beginning of the time period in which it occurred (as appropriate). If the "Incident Date" is unknown, enter the date of the report with the indicator "R"=Report After the Date. If the "Incident Hour" is unknown, leave the hour blank.

6. OCCURRED ON OR BETWEEN

- Incident Beginning Date
- Incident Beginning Hour
- Incident Ending Date
- Incident Ending Hour

Date expressed in MMDDYYYY format and Hours expressed in Military Time. Use both Beginning and Ending Hour to indicate incident occurred between certain hours when exact time incident occurred is unknown. If date/time of occurrence is unknown precisely, use beginning entries only.

7. GEOCODE

Many agencies use a special location code to more easily identify crime locations, patrol districts, etc. If your agency uses such codes, consult your

supervisors for an appropriate list. If your agency does not use such codes, leave blank.

8. ADDRESS OF INCIDENT

Exact address of incident to include building, apartment, house number, street, block, direction, city, state, and zip code. Follow your department's procedure for filling in the address of an incident.

9. DEPARTMENT CODE

Follow your department's Standard Operating Procedure (SOP).

10. STATE CASE NUMBER

A seven-digit number given to state law enforcement entities by State Radio for their assignment to an individual case.

11. NCIC NUMBER

A 10-digit number assigned to an individual case for state law enforcement entities by the National Crime Information Center (NCIC) for Wanted Persons, Stolen Articles/Vehicles, etc.

12. OFFICER NAME

The name of the officer handling the case. Choose the officer's name from the drop down list. If the name of the officer is not shown in the list, type in the last name, comma, space and the first name. Hit "enter" on the keyboard. You will then be asked if you wish to add the name to the list. Choose "yes". (You will only need to do this one time.) Enter the officer's name and ID number and choose "save". The name and ID will now be included in the drop down list for future incident reports. [NOTE: Once an officer's ID number has been entered, it cannot be used for another officer at a later date. This number is unique and remains with that officer.]

13. OFFICER ID NUMBER

The Officer ID Number is included in Data Element "12" (Officer Name) above.

14. DATE OF LAST ACTIVITY/UPDATE

Follow your department's Standard Operating Procedure (SOP).

15. NAME OF INDIVIDUAL REPORTING INCIDENT

Name of individual reporting the incident (last, first, and full middle name) to law enforcement.

15a. ADDRESS

Exact address of the individual reporting the incident to law enforcement to include building, apartment, house number, street, block, direction, city, state,

and zip code. Follow your department's procedure for filling in the address of individual reporting incident.

15b. PHONE NUMBER

Area code and phone number of individual reporting incident to law enforcement without a hyphen.

15c. SOCIAL SECURITY NUMBER

Social Security Number of individual reporting the incident to law enforcement with no spaces or hyphens.

15d. DATE OF BIRTH

Month, Day, and Year (MMDDYYYY) of individual reporting the incident to law enforcement.

15e. PLACE OF EMPLOYMENT

Place of employment of individual reporting the incident to law enforcement. If none, leave blank.

15f. EMPLOYER PHONE NUMBER

Employer's area code and phone number of individual reporting the incident to law enforcement without hyphens.

OFFENSE SEGMENT

16. UCR OFFENSE CODES

This data element is used to enter the UCR Offense Codes of the most serious (as determined by the reporting agency) Group "A" Offenses involved in the incident. There are 57 possible offense codes the subject may have been arrested for. Of those 57, 46 are Group "A" offenses and 11 are Group "B" offenses. Enter up to 10 codes.

A separate "Offense Segment" containing Data Elements "16" through "29" are to be submitted for each reported Offense Code involved in the incident.

Group "A" Offenses

<u>UCR OFFENSES</u>	<u>UCR CODES</u>
Arson	200
Assault Offenses	
-Aggravated Assault	13A
-Simple Assault	13B
-Intimidation	13C
Bribery	510
Burglary/B&E	220
Counterfeiting/Forgery	250
Destruction/Damage Vandalism of Property	290
Drug/Narcotic Offenses	
-Drug/Narcotic Violations	35A
-Drug/Narcotic Equip. Violations	35B
Embezzlement	270
Extortion/Blackmail	210
Fraud Offenses	
-False Pretenses/Swindle/ Confidence Games	26A
-Credit Card/Automatic Teller Machine Fraud	26B
-Impersonation	26C
-Welfare Fraud	26D
-Wire Fraud	26E
Gambling Offenses	
-Betting/Wagering	39A
-Operating/Promoting/ Assisting Gambling	39B

<u>UCR OFFENSES</u>	<u>UCR CODES</u>
-Gambling Equip. Violations	39C
-Sports Tampering	39D
Homicide Offenses	
-Murder/Non-Negligent Manslaughter	09A
-Negligent Manslaughter	09B
-Justifiable Homicide	09C
Kidnapping/Abduction	100
Larceny/Theft Offenses	
-Pocket Picking	23A
-Purse Snatching	23B
-Shoplifting	23C
-Theft from Building	23D
-Theft from Coin-Operated Machine or Device	23E
-Theft from Motor Vehicle	23F
-Theft of Motor Vehicle Parts or Accessories	23G
-All Other Larceny	23H
Motor Vehicle Theft	240
Pornography/Obscene Material	370
Prostitution Offenses	
-Prostitution	40A
-Assisting or Promoting Prostitution	40B
Robbery	120
Sex Offenses (Forcible)	
-Forcible Rape	11A
-Forcible Sodomy	11B
-Sexual Assault with An Object	11C
-Forcible Fondling	11D
Sex Offenses (Non-Forcible)	
-Incest	36A
-Statutory Rape	36B
Stolen Property Offenses	280
Weapon Law Violations	520

GROUP "B" OFFENSES

<u>UCR OFFENSES</u>	<u>UCR CODES</u>
Bad Checks	90A
Curfew/Loitering/Vagrancy Violations	90B
Disorderly Conduct	90C
Driving Under the Influence	90D
Drunkenness	90E
Family Offenses, Non-Violent	90F
Liquor Law Violations	90G
Peeping Tom	90H
Runaway	90I
Trespassing	90J
All Other Offenses	90Z

17. OFFENSE STATUS

This data element is to be used to indicate whether each offense in the incident was completed or merely attempted. If there was more than one occurrence of the same UCR Offense within an incident and one was completed, then "Complete" must be entered. [NOTE: "Attempted Murder" is to be reported as Aggravated Assault, and all Assault Offenses are to be coded as "Completed".]

Allowed Entries: (enter only one)

A = Attempted
C = Completed

18. OFFENDER SUSPECTED OF USING

Allowed Entries: (enter up to three)

A = Alcohol
C = Computer Equipment
D = Drugs/Narcotics
N = Not Applicable

19. SUSPECTED BIAS MOTIVATION

Because of the difficulty of ascertaining the offender's subjective motivation, bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias against a racial, religious, disability, ethnic/national origin, or sexual orientation group. Chose the most appropriate data value listed below:

If there was no bias motivation, use data value "88"=None.

Allowed entries: (enter only one)

Racial Bias

- 11 = Anti-White
- 12 = Anti-Black
- 13 = Anti-American Indian/Alaskan Native
- 14 = Anti-Asian/Pacific Islander
- 15 = Anti-Multi-Racial Group

Religious Bias

- 21 = Anti-Jewish
- 22 = Anti-R. Catholic
- 23 = Anti-Protestant
- 24 = Anti-Islamic (Moslem)
- 25 = Anti-Other Religion (Buddhism, Hinduism, Shintoism, etc.)
- 26 = Anti-Multi-Religious Group
- 27 = Anti-Atheist/Agnostic, Etc.

Ethnicity/National Origin Bias

- 31 = Anti-Arab
- 32 = Anti-Hispanic
- 33 = Anti-Other Ethnicity/National Origin

Sexual Orientation Bias

- 41 = Anti-Male Homosexual (Gay)
- 42 = Anti-Female Homosexual (Lesbian)
- 43 = Anti-Homosexual (Gays and Lesbians)
- 44 = Anti-Heterosexual
- 45 = Anti-Bisexual

Disability Bias

- 51 = Anti-Physical Disability
- 52 = Anti-Mental Disability

No Bias

- 88 = None (no bias)
- 99 = Unknown Other (offender's motivation not known)

20. HATE/BIAS INDICATORS

This would be the most prominent detail surrounding the hate/bias incident. One of the following offenses must be committed.

If there is no hate/bias motivation use data value "99"=None.

Allowed entries: (enter up to three)

- 01 = Words
- 02 = Symbols
- 03 = Gestures
- 04 = Series of Incidents
- 05 = Holiday/Date
- 06 = Recent Public Focus
- 07 = Neighborhood Change
- 08 = Damage to a Symbol
- 09 = Graffiti
- 10 = Special Clothing
- 11 = Ritualistic
- 95 = Unknown
- 99 = None

21. LOCATION TYPE

This data element is to be used to report the type of location/premises where each offense took place. Only one location can be entered for each offense.

Allowed entries: (enter only one)

- 01 = Air/Bus/Train Terminal
- 02 = Bank/Savings and Loan (includes other financial institutions)
- 03 = Bar/Night Club
- 04 = Church/Synagogue/Temple (includes other religious buildings)
- 05 = Commercial/Office Building
- 06 = Construction Site
- 07 = Convenience Store
- 08 = Department/Discount Store
- 09 = Drug Store/Doctor's Office/Hospital (includes medical supply building)
- 10 = Field/Woods
- 11 = Government/Public Building
- 12 = Grocery/Supermarket
- 13 = Highway/Road/Alley/Street
- 14 = Hotel/Motel/etc. (includes other temporary lodging)
- 15 = Jail/Prison (includes penitentiary)
- 16 = Lake/Waterway
- 17 = Liquor Store
- 18 = Parking Lot/Garage
- 19 = Rental/Storage Facility (includes "Mini-storage" and "Self-storage" buildings)
- 20 = Residence/Home (includes apartment, condominium, and nursing home)
- 21 = Restaurant (includes cafeteria)
- 22 = School/College (includes university)
- 23 = Service/Gas Station
- 24 = Specialty Store (includes fur store, jewelry store, TV store, dress shop, etc.)
- 25 = Other/Unknown

22. NUMBER OF PREMISES ENTERED

This data element is to be used only if the crime is "220"=Burglary/B&E. The number of structures (premises) entered is to be reported.

If the offense is "220"=Burglary/B&E and either "14"=Hotel/Motel/etc. or "19"=Rental Storage facility is entered into Data Element "21" (Location Type), the total number (up to 99) of individual rooms, units, suites, storage compartments, etc., entered is to be reported in the data element.

23. METHOD OF ENTRY

This data element is to be used only if the offense is "220"=Burglary/B&E. It is for reporting whether "Force" or "No Force" was used by the burglar(s) to enter the structure. A forced entry is where force of any degree, or a mechanical contrivance of any kind (including a passkey or a skeleton key), was used to unlawfully enter a building or other structure. An unforced entry is one where the unlawful entry was achieved without force through an unlocked door or window. If both forced and unforced entries were involved in the crime, the entry should be reported as having been accomplished through "Force".

Allowed entries: (enter only one if Burglary/B&E)

F = Force
N = No Force

24. SPECIFIC METHOD OF ENTRY

Indicate specific method used to gain entry into the structure. Only to be used if Data Element "16" (UCR Offense Code) is "220"=Burglary/B&E and Data Element "23" (Method of Entry) is "N"=No Force.

Allowed entries: (enter only one)

No Force

00 = Unknown Entry
01 = Unsecured

Only to be used if Data Element "23" (Method Of Entry) is "F"=Force.

Force

04 = Used Key
05 = Body Force/Kicked
06 = Pried
07 = Picked/Slipped Lock
08 = Cut/Broke Padlock
09 = Twisted Doorknob
10 = Sawed
11 = Cut/Broke Glass
12 = Other

25. POINT OF ENTRY/EXIT

Describe the means by which entry and exit of the structure is accomplished. Maximum number of codes is four (two for entry and two for exit). Only to be used if Data Element "16" (UCR Offense Code) is "220"=Burglary/B&E.

Allowed entries: (enter only two entries and two exits)

ENTR Y	EXI T		ENTR Y	EXI T	
—	—	0 = Front	—	—	1 = Floor
—	—	1 =	—	—	1 = Roof/Sky
—	—	0 = Rear	—	—	1 = Light
—	—	2 =	—	—	1 = Hidden
—	—	0 = Side	—	—	3 = Within
—	—	3 =	—	—	1 = Basement
—	—	0 = Attic	—	—	4 =
—	—	4 =	—	—	1 = Upper
—	—	0 = Vent/AC	—	—	5 = Level
—	—	5 =	—	—	1 = Roof
—	—	0 = Window	—	—	6 =
—	—	6 =	—	—	1 = Adjacent
—	—	0 = Door	—	—	7 = Room
—	—	7 =	—	—	1 = Wall/Fence
—	—	0 = Patio/Sliding Door	—	—	8 =
—	—	8 =	—	—	1 = Other
—	—	0 = Balcony/Fire Escape	—	—	9 =
—	—	9 =	—	—	2 =
—	—	1 = Wall	—	—	0 = Unknown
—	—	0 =			

26. TYPE OF CRIMINAL ACTIVITY

This data element is to be used to provide additional information on the criminal activity of the offender(s) in incidents involving:

- 250 Counterfeiting/Forgery
- 280 Stolen Property Offense
- 35A Drug/Narcotic Violation
- 35B Drug/Narcotic Equipment Violation
- 39C Gambling Equipment Violations
- 370 Pornography/Obscene Materials
- 520 Weapon Law Violations

Up to three types of activity can be entered for each of the offenses listed above.

Allowed entries: (enter up to three)

- B = Buying/Receiving
- C = Cultivating/Manufacturing/Publishing (i.e., production of any type)
- D = Distributing/Selling
- E = Exploiting Children
- O = Operating/Promoting/Assisting
- P = Possessing/Concealing
- T = Transporting/Transmitting/Importing

U = Using/Consuming

27. TYPE OF WEAPON/FORCE INVOLVED

This data element is to be used to enter the type(s) of weapon(s) or force used by the offender(s) in committing the following offenses:

09A Murder and Non-Negligent Manslaughter
09B Negligent Homicide
09C Justifiable Homicide
100 Kidnapping/Abduction
11A Forcible Rape
11B Forcible Sodomy
11C Sexual Assault With An Object
11D Forcible Fondling
120 Robbery
13A Aggravated Assault
13B Simple Assault
210 Extortion/Blackmail
520 Weapon Law Violations

Up to three types of weapons/force can be entered for each of the offenses listed above.

If the weapon was an "automatic" firearm, an "A" is to be added as a suffix to its code, i.e., "13A"=Automatic Rifle. An "Automatic Firearm" is defined as any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

11 = Firearm (type not stated)
12 = Handgun
13 = Rifle
14 = Shotgun
15 = Other Firearm
20 = Knife/Cutting Instrument (i.e., ax, ice pick, screwdriver, switchblade, etc.)
30 = Blunt Object (i.e., club, hammer, etc.)
35 = Motor Vehicle
40 = Personal Weapons (i.e., hands, fists, feet, teeth, etc.)
50 = Poison
60 = Explosives
65 = Fire/Incendiary Device
70 = Drugs/Narcotics/Sleeping Pills
85 = Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)
90 = Other Weapon (any weapon of force not fitting the above specifically coded weapons/force)
95 = Unknown
99 = None

28. GAMBLING

This indicates if the incident is related to gambling activities or gambling devices.

Allowed entries: (enter only one)

Y = Yes
N = No
U = Unknown

29. EVIDENCE COLLECTED

This is the specific evidence collected for an incident.

Allowed entries: (enter up to 10)

01	=	None	12	=	Paint
02	=	Blood	13	=	Photographs
03	=	Bullet	14	=	Semen
04	=	Bullet Casing	15	=	Skin
05	=	Clothes	16	=	Stains
06	=	Fibers	17	=	Tool Markings
07	=	Fingerprints	18	=	Tools
08	=	Footprints	19	=	Vehicle
09	=	Hair	20	=	Weapons
10	=	Narcotics/Paraphernalia	99	=	Other
11	=	Other Prints			

PROPERTY SEGMENT

30. TYPE OF PROPERTY LOSS

This data element is to be used to describe the type(s) of property loss, recovery, seizures, etc., which occurred in an incident.

A separate "Property Segment" containing Data Elements "30" through "46" is to be submitted for each type of loss when the incident involved one or more of the following offenses:

100	Kidnapping/Abduction
120	Robbery
200	Arson
210	Extortion/Blackmail
220	Burglary/B&E
23A	Pocket Picking
23B	Purse Snatching
23C	Shoplifting
23D	Theft From Building
23E	Theft From Coin-Operated Machine or Device
23F	Theft From Motor Vehicle
23G	Theft of Motor Vehicle Parts or Accessories
23H	All Other Larceny
240	Motor Vehicle Theft
250	Counterfeiting/Forgery
26A	False Pretenses/Swindle/Confidence Game
26B	Credit Card/Automatic Teller Machine Fraud
26C	Impersonation
26D	Welfare Fraud
26E	Wire Fraud
270	Embezzlement
280	Stolen Property Offenses (Receiving, etc.)
290	Destruction/Damage/Vandalism of Property
35A	Drug/Narcotic Violations
35B	Drug/Narcotic Equipment Violation
39A	Betting/Wagering
39B	Operating/Promoting/Assisting Gambling
39C	Gambling Equipment Violations
39D	Sports Tampering
510	Bribery

The types of offenses in the incident (i.e., Arson, Bribery, Burglary/B&E, Counterfeiting/Forgery, Larceny/Theft, etc.) determine which type(s) of loss and data elements that apply.

Allowed entries: (enter only one per Property Segment)

- 1 = None
- 2 = Burned (includes damage caused in fighting the fire)
- 3 = Counterfeited/Forged
- 4 = Destroyed/Damaged/Vandalized
- 5 = Recovered (to impound property which was not previously stolen)
- 6 = Seized (to impound property which was not previously stolen)
- 7 = Stolen/Etc. (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.)
- 8 = Unknown

31. PROPERTY DESCRIPTION

This data element is to be used to enter descriptions of the property, which was burned, counterfeited, destroyed/damaged/vandalized, etc., as a result of the incident.

Up to 10 property descriptions can be entered for each Property Segment (i.e., each type of property loss), involved in the incident. If more than 10 types of property are involved, the nine most valuable specifically coded types of property are to be entered and the remaining types of property are to be combined and entered as "77"=Other.

Allowed entries: (enter up to 10 per Property Segment)

- 01 = Aircraft (airplanes, dirigibles, gliders, etc.)
- 02 = Alcohol (alcoholic beverages, i.e., beer, wine, liquor, etc.)
- 03 = Automobiles (sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicle, which serve the primary purpose of transporting people)
- 04 = Bicycles (includes tandem bicycles, unicycles, and tricycles)
- 05 = Buses (motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis)
- 06 = Clothes/Furs (wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, etc.)
- 07 = Computer Hardware/Software (computers, computer peripherals [i.e., tape and disk drives, printers, etc.], and storage media [i.e., magnetic tapes, magnetic and optical disks, etc.])
- 08 = Consumable Goods (expendable items used by humans for nutrition, enjoyment, or hygiene, i.e., food, beverages, grooming products, cigarettes, gasoline, firewood, etc.)
- 09 = Credit/Debit cards (includes automatic teller machine cards)
- 10 = Drugs/Narcotics
- 11 = Drug/Narcotic Equipment
- 12 = Farm Equipment (tractors, combines, etc.)
- 13 = Firearms (weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, etc., but not "BB" pellet, or gas-powered guns)
- 14 = Gambling Equipment (gambling paraphernalia)
- 15 = Heavy Construction/Industrial Equipment (cranes, bulldozers, steamrollers, oil-drilling rigs, etc.)

- 16 = Household Goods (beds, chairs, desks, sofas, tables, refrigerators, stoves, washers/dryers, air conditioning and heating equipment, etc.)
- 17 = Jewelry/Precious Metals (bracelets, necklaces, rings, watches, etc. or gold, silver, platinum, etc.)
- 18 = Livestock (living farm-type animals, i.e., cattle, chickens, hogs, horses, sheep, etc., but not household pets such as, dogs and cats)
- 19 = Merchandise (items for sale)
- 20 = Money (legal tender, i.e., coins and paper currency)
- 21 = Negotiable Instruments (any document, other than currency, which is payable without restriction, i.e., endorsed checks, endorsed money orders, and endorsed traveler's checks, "bearer" checks and bonds, etc.)
- 22 = Non-Negotiable Instruments (documents requiring further action to become negotiable, i.e., unendorsed checks, unendorsed money orders, food stamps, stocks and bonds; etc.)
- 23 = Office-Type Equipment (typewriters, adding machines, calculators, cash registers, copying machines, etc.)
- 24 = Other Motor Vehicles (any other vehicles, i.e., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, etc.)
- 25 = Purses/Handbags/Wallets
- 26 = Radios/TVs/VCRs (includes radios, televisions, videotape recorders, high fidelity and stereo equipment, compact disk players, etc.)
- 27 = Recordings-Audio/Visual (phonograph records, compact disks, tape recordings, cassettes, etc.)
- 28 = Recreational Vehicles (motor vehicles which are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes)
- 29 = Structures-Single Occupancy Dwellings (houses, townhouses, duplexes, mobile homes, or other private dwelling which are occupied by a single person, family, housemates, or other group.
- 30 = Structures-Other Dwellings (any other residential dwelling not meeting the definition of "Single Occupancy Dwelling," i.e., apartment, tenements, flats, boarding houses, dormitories, as well as temporary living quarters, such as hotels, motels, inns, etc.)
- 31 = Structures-Other Commercial /Business (stores, office buildings, restaurants, etc.)
- 32 = Structures-Industrial/Manufacturing (factories, plants, assembly lines, etc.)
- 33 = Structures-Public/Community (colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.)
- 34 = Structures-Storage (barns, garages, storehouses, warehouses, etc.)
- 35 = Structures-Other (any other structures not fitting the other "Structures" descriptions, i.e. outbuildings, monuments, buildings under construction, etc.)
- 36 = Tools (hand tools and power tools)
- 37 = Trucks (motor vehicles which are specifically designed, but not necessarily used to transport cargo on a commercial basis)
- 38 = Vehicle Parts/Accessories (motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturer's emblems, license plates, side-view mirrors, radios, antennas, tape decks, etc.)
- 39 = Watercraft (motorboats, sailboats, houseboats, etc.)
- 77 = Other (all other property not fitting the above specific descriptions, including intangibles)

- 88 = Pending Inventory (property description unknown until an inventory is conducted)
- 99 = Special Category (to be used by the National UCR Program to compile statistics on certain designated types of property, i.e., "CB" radios, which are the object of theft fads)

32. VALUE OF PROPERTY

This data element is to be used to enter the total dollar value(s) of the property which was burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., as a result of the incident.

The value should be reported in whole dollars. The value entered for each property description should be the total value of the property loss for all of the victims in the incident. If the value is unknown, enter one dollar (\$1.00) which means unknown, i.e., "1"=Unknown.

Use the following procedures to determine property value:

- Use fair market value for an article, which is subject to depreciation because of wear and tear, age, or other factors that cause the value to decrease with use.

- Use cost to the merchant (wholesale cost) of goods stolen from retail establishment, warehouse, etc. In other words, use the dollar value representing the actual cash loss to the victim without any markup or profit added.

- Use victim's evaluation of items such as jewelry, watches, and other similar goods which decrease in value slightly or not at all with use or age.

- Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.

- When the victim obviously exaggerates the value of stolen property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement.

Often times the condition of property is different at recovery than it was when stolen. The market value at the time of recovery should be used even though it is less than the value reported at the time of theft.

An agency should only record the value of property stolen in its jurisdiction. Likewise, the value of property recovered will include only property originally stolen from its own jurisdiction. It does not matter who recovers the property or where it was recovered. Although another police agency recovers the stolen property, the jurisdiction from which the property was stolen would report the value of the recovery. This procedure applies to all stolen property including automobiles. Some agencies find it valuable, of course, to maintain separate records on property recovered by them for another jurisdiction.

Up to 10 values can be entered to match the up to 10 property descriptions, which are associated with each Property Segment (i.e., each type of property loss) in the incident. If more than 10 types of property are involved, the values of the nine most valuable properties are to be entered; then, the total value of the remaining properties which were coded "77"=Other are to be entered.

If drugs or narcotics were seized in a drug case, no value is to be entered into this data element, but the estimated quantity of the drugs/narcotics is to be reported. Therefore, when the offense is "35A"=Drug/Narcotic Violation, "6"=Seized was entered into Data Element "30" (Type of Property Loss), and "10"=Drugs/Narcotics was entered into Data Element "31" (Property Description), no value is to be entered into this data element. Data Elements "44" (Suspected Drug Type), "45" (Estimated Drug Quantity), and "46" (Type of Drug Measurement) are to be used instead.

However, when drugs or narcotics are included in other types of crime (i.e., they were stolen through burglary, robbery, theft, etc., or destroyed by arson) their value is to be entered into this data element, and Data Elements "44", "45", and "46" are to be left blank.

33. DATE RECOVERED

If previously stolen property is recovered, the Month, Day, and Year (MMDDYYYY) of its recovery are to be entered into this data element. Accordingly, this data element is to be used only if "5"=Recovered is entered into Data Element "30" (Type of Property Loss)

Up to 10 dates of recovery can be entered to match each of the up to 10 property descriptions that are associated with each Property Segment (i.e., each type of property loss) in the incident. If there is more than one date of recovery for the same "Property Description," enter the earliest date. If the recovery date is unknown, enter the date of the report.

34. PROPERTY ENTERED INTO NCIC

Allowed entries: (enter only one)

Y = Yes
N = No

35. MAKE/BRAND/BREED/COLOR

- If a vehicle or gun is stolen, enter make; or
- If an article is stolen, enter brand; or
- If livestock is stolen, enter breed.

36. MODEL

Model of stolen vehicle, gun or article.

37. CALIBER

If a gun is stolen, enter caliber. For shotguns, enter appropriate gauge. Enter "99999" for grenades and guns that fire electrically charged darts.

38. TOTAL NUMBER OF STOLEN MOTOR VEHICLES

This data element indicates how many motor vehicles were stolen in the incident. Therefore, it is to be used only if the offense is "240"=Motor Vehicle Theft, "7"=Stolen was entered into Data Element "30" (Type of Property Loss), and "03"=Automobiles, "05"=Buses, "24"=Other Motor Vehicles, "28"=Recreational Vehicles, or "37"=Trucks was entered into Data Element "31" (Property Description). If the number is unknown, enter "00".

39. TOTAL NUMBER OF VEHICLES RECOVERED

This data element indicates how many motor vehicles were recovered in the incident. Therefore, it is to be used only if the offense is "240"=Motor Vehicle Theft, "5"=Recovered was entered into Data Element 30 (Type of Property Loss), and "03"=Automobiles, "05"=Buses, "24"=Other Motor Vehicles, "28"=Recreational Vehicles, or "37"=Trucks was entered into Data Element "31" (Property Description). If the number is unknown, enter "00".

40. VEHICLE LICENSE NUMBER

License number of stolen vehicle.

41. VEHICLE LICENSE STATE

State vehicle is licensed in i.e., South Dakota (SD). Enter two-digit abbreviation.

42. VEHICLE LICENSE YEAR

Year of vehicle license in YYYY format.

43. VEHICLE ID NUMBER/ARTICLE SERIAL NUMBER

Vehicle identification number of stolen vehicle or serial number of stolen article/gun.

44. SUSPECTED DRUG TYPE

This data element is to be used to identify the type of drugs or narcotics that were seized in a drug case. Therefore, it is used only if one of the offenses in the incident was "35A"=Drug/Narcotic Violation, "6"=Seized was entered into Data Element "30" (Type of Property Loss), and "10"=Drugs/Narcotics was entered into Data Element "31" (Property Description).

This data element is not to be used when drugs or narcotics were burned, stolen, etc. in connection with other offenses, such as Arson, Burglary/B&E, Larceny/Theft, etc.

Up to three types of drugs/narcotics can be entered. If more than three are involved, the two most important (as determined by the reporting agency taking into account the quantity and value of the drugs/narcotics) are to be reported under their applicable drug types and the remaining drug/narcotics are to be entered as a single "X"=Over Three Drug Types entry. Multiple entries of the same drug are allowed if different categories of measurement ("Weight" vs.

"Capacity" vs. "Units") are entered into Data Element "46" (Type of Drug Measurement).

Allowed Entries: (enter up to three)

A	=	Crack
B	=	Cocaine (all forms except Crack)
C	=	Hashish
D	=	Heroin
E	=	Marijuana
F	=	Morphine
G	=	Opium
H	=	Other Narcotics (Codeine; Demerol; Dihydromorphinone or Dilaudid; Hydrocodone or Percodan; Methadone; etc.)
I	=	LSD
J	=	PCP
K	=	Other Hallucinogens (BMDA or "White Acid", DDMT; MDA, MSMA, Mescaline or Peyote, Psilocybin; STP, etc.)
L	=	Amphetamines/Methamphetamines
M	=	Other Stimulants (Adipex, Fastine, and Lonamin; Derivatives or Phentermine; Bezedrine; Didrex; Methylphenidate or Titalin; Phenmetrazine or Preludin; Tenuate; etc.)
N	=	Barbiturates
O	=	Other Depressants (Glutethimide or Doriden; Methaqualone or Quaalude, etc.)
P	=	Other Drugs (Antidepressants Elavil, Triavil, Tofranil, etc.); (Aromatic Hydrocarbons Propoxyphene or Darvon, etc.); or (Tranquilizers Chlordiazepoxide, Librium, Diazepam or Valium, etc.)
U	=	Unknown Type Drug
X	=	Over three Drug Types

45. ESTIMATED DRUG QUANTITY

This data element is to be used to indicate the quantity of drugs or narcotics seized in a drug case. Therefore, it is used only if one of the offenses in the incident was "35A"=Drug/Narcotic Violation, "6"=Seized was entered into Data Element "30" (Type of Property Loss), and "10"=Drugs/Narcotics was entered into Data Element "31" (Property Description).

This data element is not to be used when drugs or narcotics were burned, stolen, etc. in connection with other offenses, such as Arson, Burglary/B&E, Larceny/Theft, etc.

Nine characters are available to enter the number or whole pounds, ounces, grams, etc., and three more characters are available to separate the whole and decimal amounts.

Up to three entries can be made to match the up to three "44" (Suspected Drug Type) entries. If more than three drugs or narcotics are involved, the quantities of the two most important (as determined by the reporting agency taking into account their quantity and value) are to be entered. Do not enter the quantity of the remaining drugs/narcotics which are coded as "X"=Over Three Drug Types; leave this data element blank.

46. TYPE OF DRUG MEASUREMENT

This data element is to be used to indicate the type of measurement used in quantifying drugs or narcotics seized in a drug case. Therefore, it is used only if one of the offenses in an incident was "35A"=Drug/Narcotic Violation, "6"=Seized was entered into Data Element "30" (Type of Property Loss), and "10"=Drugs/Narcotics was entered into Data Element "31" (Property Description).

This data element is not to be used when drugs or narcotics were stolen, burned, etc., in connection with other offenses, such as Arson, Burglary/B&E, and Larceny/Theft.

Up to three entries can be made to match the up to three "44" (Suspected Drug Type) entries. If more than three are involved, enter the types of measurement of the two most important drugs or narcotics (as determined by the reporting agency taking into account their quantity and value). Do not enter the type of measurement for the remaining drugs or narcotics which are coded as "X"=Over Three Drug Types; leave this data element blank. The "XX" code must later be replaced with specific type of drug measurement. This allows time for evidence to be sent to a Forensic Laboratory for assessment.

Allowed entries: (enter up to three)

WEIGHT

GM	=	Gram
KG	=	Kilogram
OZ	=	Ounce
LB	=	Pound
XX*	=	Unknown

CAPACITY

ML	=	Milliliter
LT	=	Liter
FO	=	Fluid Ounce
GL	=	Gallon
XX*	=	Unknown

UNITS

DU**	=	Dosage Units/Items
NP***	=	Number of Plants

*This is an interim code and must be later replaced with a specific type of measurement. Since "XX" is to be used as only an interim code, the FBI will conduct periodic computer runs to ensure that "XX" codes are eventually replaced with specific types of measurement.

**Number of capsules, pills, tablets, etc.

***i.e. Marijuana plants (bushes), etc.

WITNESS SEGMENT

47. WITNESS NAME

Name of witness (last, first, and full middle name).

48. ADDRESS

Exact address of witness including building, apartment, house number, street, block, direction, city, state, and zip code. Follow your department's procedure for filling in the address.

49. PHONE NUMBER

Area code and phone number of witness without hyphen. If phone is none or unknown, leave blank.

50. SOCIAL SECURITY NUMBER

Social Security Number of witness with no spaces or hyphens. If the social security number is unknown, leave blank.

51. DATE OF BIRTH

Month, day, and year (MMDDYYYY) of witness. If date of birth is unknown, leave blank.

52. AGE

The age of the witness is to be entered either as an exact number of years, a range of years, or as unknown.

Allowed entries: (enter only one)

01 to 98	=	Years Old (enter exact age in years)
99	=	Over 98 Years Old
00	=	Unknown

Any combination of “_” to “_” years.

53. SEX

The sex of the witness is to be indicated in this data element.

Allowed entries: (enter only one)

M	=	Male
F	=	Female
U	=	Unknown

54. RACE

The race of the witness is to be indicated in this data element.

Allowed entries: (enter only one)

W	=	White
B	=	Black
I	=	American Indian/Alaskan Native
A	=	Asian/Pacific Islander
U	=	Unknown

55. ETHNICITY

The ethnic origin of the witness is to be entered into this data element.

Definition of Hispanic Origin: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.

Allowed entries: (enter only one)

H	=	Hispanic
N	=	Non Hispanic
U	=	Unknown

56. RESIDENT STATUS

Whether the witness was a resident or non-resident is to be entered into this data element.

A "Resident" is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime took place. [NOTE: State and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions.]

Allowed entries: (enter only one)

R	=	Resident
N	=	Non-Resident
U	=	Unknown

57. EMPLOYER

Witness' place of employment. If none or unknown, leave blank.

58. EMPLOYER ADDRESS

Exact employer address of witness including building, apartment, house number, street, block, direction, city, state, and zip code. Follow your department's procedure for filling in the address. If the address is none or unknown, leave blank.

59. EMPLOYER PHONE NUMBER

Area code and employer phone number of witness without hyphens is to be entered in this data element. If the employer phone number of the witness is none or unknown, leave blank.

OFFENDER/ARRESTEE SEGMENT

60. OFFENDER/ARRESTEE SEQUENCE NUMBER

Each offender/arrestee in the incident is assigned a sequence number from "01" to "99". A separate "Offender/Arrestee Segment" containing Data Elements "60" through "100" is to be submitted for each numbered offender.

61. TOTAL NUMBER OF OFFENDERS

This is the total number of offenders that is automatically calculated for each incident.

62. ARREST NUMBER

This is the number assigned by your agency to an arrest report to identify it uniquely. It may be the "Incident Number" of the previously reported incident relating to the arrest or a separate arrest number.

If and when data about the arrest is furnished to an authorized entity for research purposes, the FBI prior to its dissemination will encrypt the Arrest Number to ensure that the recipient cannot identify the actual case.

63. ARREST DATE

This data element is to be used to enter the Month, Day, and Year (MMDDYYYY) when the arrest took place.

64. TYPE OF ARREST

This data element is to be used to indicate the type of apprehension.

Allowed entries: (enter only one)

- O = On-View Arrest (taken into custody without a warrant or previous incident report)
- S = Summoned/Cited (not taken into custody)
- T = Taken Into Custody (based on warrant and/or previously submitted incident report)

65. NAME

Name of offender/arrestee (last, first, and full middle name). If name is unknown, leave blank.

66. ALIAS NAME(S)

Alias name(s) of offender/arrestee (last, first, and full middle name). If alias name(s) is none or unknown, leave blank. (Enter up to 10)

67. ADDRESS

Exact address of offender/arrestee including building, apartment, house number, street, block, direction, city, state and zip code. Follow your department's procedure for filling in the address. If address is none or unknown, leave blank.

68. PHONE NUMBER

Area code and phone number without hyphens of offender/arrestee. If phone number is none or unknown, leave blank.

69. EMPLOYER

Offender/arrestee's place of employment. If none or unknown, leave blank.

70. EMPLOYER ADDRESS

Exact employer address of offender/arrestee including building, apartment, house number, street, block, direction, city, state, and zip code. Follow your department's procedure for filling in the address. If the address is none or unknown, leave blank.

71. EMPLOYER PHONE NUMBER

Employer's area code and phone number of the offender/arrestee without hyphens. If phone number is none or unknown, leave blank.

72. SOCIAL SECURITY NUMBER

Social security number with no spaces or hyphens of offender/arrestee. If social security number is unknown, leave blank.

73. DATE OF BIRTH

Month, day, year (MMDDYYYY) of offender/arrestee. If date of birth is unknown, leave blank.

74. AGE

The age of the offender/arrestee is to be entered either as an exact number of years, a range of years, or as unknown. The age of at least one offender must be indicated.

Allowed entries: (enter only one)

01 to 98	=	Years Old (enter exact age in years)
99	=	Over 98 Years Old
00	=	Unknown

Any combination of “_” to “_” years.

75. SEX

The sex of the offender/arrestee is to be indicated in this data element.

Allowed entries: (enter only one)

M = Male
F = Female
U = Unknown

76. RACE

The race of the offender/arrestee is to be indicated in this data element.

Allowed entries: (enter only one)

W = White
B = Black
A = Asian/Pacific Islander
I = American Indian/Alaskan Native
U = Unknown

77. ETHNICITY

The ethnic origin of the offender/arrestee is to be entered into this data element.

Definition of Hispanic Origin: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.

Allowed entries: (enter only one)

H = Hispanic
N = Non Hispanic
U = Unknown

78. RESIDENT STATUS

Whether the offender/arrestee was a resident or non-resident is to be entered into this data element.

A "Resident" is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime took place. [NOTE: State and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions.]

Allowed entries: (enter only one)

R = Resident
N = Non-Resident
U = Unknown

79. DISPOSITION OF ARRESTEE UNDER 18

This data element is to be used only if the arrestee was 17 years of age or younger at the time of the arrest.

Allowed entries: (enter only one)

H = Handled Within Department (i.e., released to parents, released with warning, etc.)
R = Referred to Other Authorities (i.e., turned over to juvenile court, probation department, welfare agency, other police agency, criminal or adult court, etc.)
U = Unknown

80. HEIGHT

Enter the height of the offender/arrestee in feet and inches. Fractions of an inch should be rounded. If height is unknown, leave blank.

81. WEIGHT

The weight of the offender/arrestee is expressed in pounds. Fractions of a pound should be rounded to the nearest pound. If weight is unknown, leave blank.

82. GANG AFFILIATION

Enter whether or not the offender/arrestee is affiliated with a gang.

Definition: A group of individuals, juvenile and/or adult, who associate on a continuous basis, form an allegiance for a common purpose, and are involved in delinquent or criminal activity.

Allowed entries:

Y = Yes
N = No
U = Unknown

83. HAIR COLOR

This data element will be used to best describe the hair color of the offender/arrestee. If the hair color is unknown, leave blank.

Allowed entries:

BLK = Black
GRY = Grey/Partial Grey
RED = Red/Auburn
BRO = Brown
WHI = White
UNK = Unknown
BLD = Blonde or Strawberry

84. EYE COLOR

This data element will be used to best describe the eye color of the offender/arrestee. If the offender/arrestee's eye color is unknown, leave blank.

Allowed entries:

BLK	=	Black	HAZ	=	Hazel
BLU	=	Blue	MAR	=	Maroon
BRO	=	Brown	MUL	=	Multi-Color
GRN	=	Green	PNK	=	Pink
GRY	=	Grey	UNK	=	Unknown

85. SCARS/TATTOOS

This data element will be used to best describe the offender/arrestee's scars/tattoos/birthmarks. If offender/arrestee's scars/tattoos are none or unknown, leave blank.

Allowed entries: (enter only one)

Tattoo/Marking

01	=	Designs	06	=	Numbers
02	=	Initial	07	=	Insignia
03	=	Names	08	=	Scar
04	=	Pictures	09	=	Birthmark
05	=	Words	10	=	Multiple

85a. Location

Allowed entries: (enter only one)

11	=	L Arm	17	=	Face
12	=	R Arm	18	=	Head
13	=	L Leg	19	=	Neck
14	=	R Leg	20	=	Chest
15	=	L Hand	21	=	Back
16	=	R Hand	22	=	Body

86. FELONY OR MISDEMEANOR

This data element is used to determine whether the arrest offense was a Felony or Misdemeanor.

Allowed entries: (enter only one)

F	=	Felony
M	=	Misdemeanor

87. FEDERAL AGENCY INVOLVED

Was a federal agency involved?

Allowed entries: (enter only one)

Y = Yes
N = No
U = Unknown

88. VEHICLE LICENSE NUMBER

Enter vehicle license number of offender/arrestee. If license number is none or unknown, leave blank.

89. VEHICLE LICENSE STATE

State vehicle is licensed in i.e., South Dakota (SD). Enter two-digit abbreviation.

90. VEHICLE LICENSE YEAR

Year of vehicle license in YYYY format.

91. VEHICLE MAKE/MODEL

Model of offender/arrestee's vehicle.

92. ARMED WITH

This data element is to be used to indicate whether the arrestee was armed with a commonly known weapon at the time of his/her apprehension. Up to two entries can be made.

If the weapon was an "automatic" firearm, an "A" is to be added as a suffix to its code, i.e., "13A"=Rifle Automatic. An "Automatic Firearm" is defined as any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading. A toy or play gun would be coded as "01"=Unarmed.

Allowed entries: (enter up to two)

01 = Unarmed
11 = Firearm (type not stated)
12 = Handgun
13 = Rifle
14 = Shotgun
15 = Other Firearm
16 = Lethal Cutting Instrument (i.e., switchblade knife, martial arts "stars", etc.)
17 = Club/Blackjack/Brass Knuckles

93. TYPE OF ASSETS SEIZED

The number of each particular asset seized.

Allowed entries: (enter up to three)

V = Vehicle(s)
B = Boat(s)
A = Aircraft(s)
C = Currency
O = Other Financial Instrument(s)
R = Real Property
W = Weapon(s)

94. DOLLAR AMOUNT

The dollar amount of each particular asset seized should be entered. If more than one of the same asset types was seized, the total dollar value may be entered.

95. SID NUMBER

State ID Number assigned to an Offender's Criminal History Record.

96. FBI NUMBER

Federal ID Number assigned on a national basis to an Offender.

97. PCN

Process Control Number (PCN). Unique tracking number for arrest incident.

98. BOOKED & WHERE

Agency ORI Number where offender was booked.

99. MULTIPLE ARRESTEE SEGMENTS INDICATOR

This data element is to be used to indicate whether or not the apprehension of the arrestee resulted in the clearance of more than one previously reported incident within the jurisdiction served by the reporting agency. If so, it is important to indicate that there was only one arrestee responsible for the multiple clearances.

This is done by entering "M"=Multiple into all but one of the Arrestee Segments used to update the affected Group "A" Incident Reports, and by entering "C"=Count Arrestee into the remaining Arrestee Segment. If the arrest did not result in multiple clearances, enter "N"=Not Applicable.

Allowed entries: (enter only one per Arrestee Segment)

C = Count Arrestee
M = Multiple
N = Not Applicable

100. UCR ARREST OFFENSE CODE

The three-digit UCR Offense Code of the offense for which the arrestee was apprehended is to be entered into this data element. There are 57 possible offense codes the subject may have been arrested for. Of those 57, 46 are Group "A" Offenses and 11 are Group "B" Offenses. See data element "16" (UCR Offense Codes).

VICTIM SEGMENT

101. VICTIM TYPE

The type of victim is to be entered into this data element. Only one code is to be entered for each victim.

Allowed entries: (enter only one)

B	=	Business
F	=	Financial Institution
G	=	Government (City Hall, Capitol, Post Office, Federal Building, etc.)
I	=	Individual
L	=	Law Enforcement Officer
O	=	Other
R	=	Religious Organization
S	=	Society/Public
U	=	Unknown

102. NAME

Name of victim (last, first, and full middle name). If name is unknown, leave blank.

103. ADDRESS

Exact address of victim including building, apartment, house number, street, block, direction, city, state and zip code. Follow your department's procedure for filling in the address. If address is none or unknown, leave blank.

104. PHONE NUMBER

Area code and phone number without hyphens of victim. If phone number is none or unknown, leave blank.

105. SOCIAL SECURITY NUMBER

If the victim was a person [i.e., "I"=Individual was entered into "101" (Victim Type)], his/her social security number with no spaces or hyphens is to be entered in this data element. If the social security number is unknown, leave blank.

106. DATE OF BIRTH

If the victim was a person [i.e., "I"=Individual was entered into "101" (Victim Type)], his/her date of birth with no spaces or hyphens is to be entered in this data element. If the date of birth is unknown, leave blank.

107. AGE

If the victim was a person [i.e., "I"=Individual was entered into "101" (Victim Type)], his/her age is to be entered into this data element either as an exact age, a range of days or years, or as unknown.

Allowed entries: (enter only one)

NN	=	Under 24 hours (neonate)
NB	=	1-6 Days Old
BB	=	7-364 Days Old
01 to 98	=	Years Old (Exact age in years)
99	=	Over 98 Years Old
00	=	Unknown

Any combination of " _ " to " _ " years.

108. SEX

If the victim was a person [i.e., "I"=Individual was entered into "101" (Victim Type)], his/her sex is to be entered in this data element.

Allowed entries: (enter only one)

M	=	Male
F	=	Female
U	=	Unknown

109. RACE

If the victim was a person [i.e., "I"=Individual was entered into "101" (Victim Type)], his/her race is to be entered in this data element.

Allowed entries: (enter only one)

W	=	White
B	=	Black
I	=	American Indian/Alaskan Native
A	=	Asian/Pacific Islander
U	=	Unknown

110. ETHNICITY

If the victim was a person [i.e., "I"]=Individual was entered into "101" (Victim Type)], his/her ethnic origin is entered into this data element.

Definition of Hispanic Origin: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Allowed entries: (enter only one)

H = Hispanic
N = Non Hispanic
U = Unknown

111. RESIDENT STATUS

If the victim was a person [i.e., "I"]=Individual was entered into "101" (Victim Type)], whether he/she was a resident or non-resident is to be entered into this data element.

A "Resident" is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime took place. [NOTE: State and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions.]

Allowed entries: (enter only one)

R = Resident
N = Non-Resident
U = Unknown

112. GANG AFFILIATION

Enter whether or not the Victim is affiliated with a gang.

Definition: A group of individuals, juvenile and/or adult, who associate on a continuous basis, form an allegiance for a common purpose, and are involved in delinquent or criminal activity.

Allowed entries:

Y = Yes
N = No
U = Unknown

113. TYPE OF INJURY

This data element is to be used to describe the type(s) of bodily injury suffered by a person [i.e., "I"=Individual was entered into "101" (Victim Type)], who was the victim of one or more of the following offenses:

- 100 Kidnapping/Abduction
- 11A Forcible Rape
- 11B Forcible Sodomy
- 11C Sexual Assault With An Object
- 11D Forcible Fondling
- 120 Robbery
- 13A Aggravated Assault
- 13B Simple Assault
- 210 Extortion/Blackmail

Allowed entries: (enter up to five for each victim)

- N = None
- B = Apparent Broken Bones
- I = Possible Internal Injury
- L = Severe Laceration
- M = Apparent Minor Injury
- O = Other Major Injury
- T = Loss of Teeth
- U = Unconsciousness

114. EMPLOYER

Employer name of the victim. If the victim is unemployed, leave blank.

115. EMPLOYER ADDRESS

Exact employer address of victim including building, apartment, house number, street, block, direction, city, state, and zip code. Follow your department's procedure for filling in the address. If the address is none or unknown, leave blank.

116. EMPLOYER PHONE NUMBER

Area code and employer phone number of victim without hyphens is to be entered in this data element. If the phone number is none or unknown, leave blank.

117. RELATIONSHIP(S) OF VICTIM TO OFFENDER(S)

This data element is to be used, along with Data Element "118" (Offender Number(s) to be Related), to report the relationship of the victim to offender(s) who have perpetrated a "Crime Against Person" or a Robbery against the victim. Therefore, this data element is to be used only if one or more of the following UCR Offense Codes was entered into Data Element "123" (Offense(s) Victim Is Connected To):

09A	Murder and Non-Negligent Manslaughter
09B	Negligent Homicide
09C	Justifiable Homicide
100	Kidnapping/Abduction
11A	Forcible Rape
11B	Forcible Sodomy
11C	Sexual Assault With An Object
11D	Forcible Fondling
120	Robbery
13A	Aggravated Assault
13B	Simple Assault
13C	Intimidation
36A	Incest
36B	Statutory Rape

This data element is to be used to indicate the victim's relationship with offenders involved in the incident.

Allowed entries: (enter up to 10)

VICTIM WAS WITHIN FAMILY:

SE	=	Victim Was Spouse
CS	=	Victim Was Common-Law Spouse
PA	=	Victim Was Parent
SB	=	Victim Was Sibling (brother or sister)
CH	=	Victim Was Child
GP	=	Victim Was Grandparent
GC	=	Victim Was Grandchild
IL	=	Victim Was In-Law
SP	=	Victim Was Step-Parent
SC	=	Victim Was Step-Child
SS	=	Victim Was Step-Sibling (step-brother or step-sister)
OF	=	Victim Was Other Family Member

OUTSIDE FAMILY BUT KNOWN TO VICTIM:

AQ	=	Victim Was Acquaintance
FR	=	Victim Was Friend
NE	=	Victim Was Neighbor
BE	=	Victim Was Babysitter (the baby)
BG	=	Victim Was Boyfriend/Girlfriend
CF	=	Child of Boyfriend/Girlfriend
HR	=	Homosexual Relationship
XS	=	Victim Was Ex-Spouse
EE	=	Victim Was Employee
ER	=	Victim Was Employer
OK	=	Victim Was Otherwise Known

OTHER:

VO = Victim Was Offender

NOT KNOWN BY VICTIM:

RU = Relationship Unknown

ST = Victim Was Stranger

118. OFFENDER NUMBER(S) TO BE RELATED

This data element is to be used, along with Data Element "117" [Relationship(s) of Victim to Offender(s)], to report the relationships of the victim to offender(s) who have perpetrated a "Crime Against Person" or a Robbery against the victim. Therefore, this data element is to be used only if one or more of the following UCR Offense Codes was entered into Data Element "123" (Offense(s) Victim Is Connected To):

09A Murder and Non-Negligent Manslaughter
09B Negligent Homicide
09C Justifiable Homicide
100 Kidnapping/Abduction
11A Forcible Rape
11B Forcible Sodomy
11C Sexual Assault With An Object
11D Forcible Fondling
120 Robbery
13A Aggravated Assault
13B Simple Assault
13C Intimidation
36A Incest
36B Statutory Rape

Enter the Offender/Arrestee Sequence Numbers Data Element "60" (Offender/Arrestee Sequence Number) of the (up to 10) offenders for whom victim-to-offender relationships are going to be reported in Data Element "117" [Relationship(s) of Victim to Offender(s)].

119. AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES

This data element is used to describe the circumstances of either an aggravated assault or a homicide. Therefore, it is to be used only with "13A"=Aggravated Assault or "09A"- "09C"=Homicide Offenses.

Allowed entries:

For: "13A"=Aggravated Assault (enter up to two)

"09A"=Murder and Non-Negligent Manslaughter (enter up to two)

- 01 = Argument
- 02 = Assault on Law Enforcement Officer(s)
- 03 = Drug Dealing
- 04 = Gangland (Organized Crime Involvement)
- 05 = Juvenile Gang
- 06 = Lovers' Quarrel
- 07 = Mercy Killing (Not applicable to Aggravated Assault)
- 08 = Other Felony Involved
- 09 = Other Circumstances
- 10 = Unknown Circumstances

For: "09B"=Negligent Manslaughter (enter only one)

- 30 = Child Playing With Weapon
- 31 = Gun Cleaning Accident
- 32 = Hunting Accident
- 33 = Other Negligent Weapon Handling
- 34 = Other Negligent Killing

For: "09C"=Justifiable Homicide (enter only one)

- 20 = Criminal Killed by Private Citizen
- 21 = Criminal Killed by Police Officer

120. ADDITIONAL JUSTIFIABLE HOMICIDE CIRCUMSTANCES

This data element is to be used to further describe the circumstances of a justifiable homicide. Therefore, it is used only if "09C"=Justifiable Homicide (i.e., when either "20"=Criminal Killed by Private Citizen or "21"=Criminal Killed by Police Officer was entered into Data Element "119" (Aggravated Assault/Homicide Circumstances).

Allowed entries: (enter only one)

- A = Criminal Attacked Police Officer and That Officer Killed Criminal
- B = Criminal Attacked Police Officer and Another Officer Killed Criminal
- C = Criminal Attacked a Civilian
- D = Criminal Attempted Flight From a Crime
- E = Criminal Killed in Commission of a Crime
- F = Criminal Resisted Arrest
- G = Unable to Determine/Not Enough Information

121. TOTAL NUMBER OF VICTIMS

There can be up to 999 victims per incident.

122. VICTIM SEQUENCE NUMBER

Each victim in an incident is to be assigned a sequence number from "001" to "999". A separate "Victim Segment" containing Data Elements "101" through "127" are to be submitted for each victim.

123. OFFENSE(S) VICTIM IS CONNECTED TO

This data element is to be used to link each victim to the most serious (as determined by the reporting agency) Group "A" Offense(s), which were perpetrated against him/her during the incident. Enter up to 10.

124. DOMESTIC VIOLENCE

This data element indicates if the incident is related to Domestic Violence.

Allowed entries: (enter only one)

Y = Yes
N = No
U = Unknown

125. DOMESTIC VIOLENCE REFERRALS

This data element is used to enter where victims of domestic violence were referred to another entity. Data Element "124" (Domestic Violence) must be "Y"=Yes. First reference only per incident.

Allowed entries: (enter only one)

N = None
L = Legal
S = Shelter
M = Medical
C = Counseling
F = Financial
O = Other

126. TYPE OF ACTIVITY

If the victim is a Police Officer, enter type of activity he/she was involved in before incident occurred. Data Element "101" (Victim Type) must be "L"=Law Enforcement Officer.

Type of Activity: (enter only one)

1. Responding to Disturbance Calls (Family Quarrels, Man w/Gun, etc.)
2. Burglaries in Progress or Pursuing Burglary Suspects
3. Robberies in Progress or Pursuing Robbery Suspects
4. Attempting Other Arrests
5. Civil Disorder (Riot, Mass Disobedience, etc.)
6. Handling, Transporting, Custody of Prisoners
7. Investigating Suspicious Persons or Circumstances
8. Ambush - No Warning
9. Mentally Deranged
10. Traffic Pursuits and Stops
11. All Other

127. TYPE OF ASSIGNMENT

If the victim is a Police Officer, enter type of assignment. Data Element "101" (Victim Type) must be "L"=Law Enforcement Officer.

Type of Assignment: (enter only one)

- A. Two-Man Vehicle
- B. One-Man Vehicle: Alone
- C. One-Man Vehicle: Assisted
- D. Detective/Special Assignment: Alone
- E. Detective/Special Assignment: Assisted
- F. Other: Alone
- G. Other: Assisted

RECORDS USE SEGMENT

128. CLEARED EXCEPTIONALLY

This data element must be included in each Group "A" Incident Report. It is used to indicate whether or not the incident was cleared exceptionally. If not, "N"=Not Applicable is to be checked. In a multiple-offense incident, the exceptional clearance of one offense clears the entire incident. An incident cannot be cleared exceptionally if it was previously or at the same time cleared by an arrest, i.e., if an Arrestee Segment was or is being submitted.

In order to clear an offense by exceptional means, the following four conditions must be met: (1) the investigation must have clearly and definitely established the identity of at least one offender; and (2) sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender; and (3) the exact location of the offender must be known so that an arrest could be made; and (4) there must be a reason outside the control of law enforcement which prevents the arrest, i.e., "A" through "E", below:

Allowed entries: (enter only one)

- A = Death of Offender
- B = Prosecution Declined (by the prosecutor for other than lack of probable cause)
- C = Extradition Denied
- D = Victim Refused to Cooperate (in the prosecution)
- E = Juvenile, No Custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parent(s) or legal guardian in a case involving a minor offense)
- N = Not Applicable (not cleared exceptionally)

129. EXCEPTIONAL CLEARANCE DATE

If an incident was cleared by exceptional means [i.e., a code other than "N" was entered into Data Element "128" (Cleared Exceptionally)], the Month, Day, and Year (MMDDYYYY) when the incident was cleared is to be entered into this data element.